

BPMH ESR - EXP 1 Address Standardization



This page was made available on June 14, 2022.

Overview

While working on the BPMH Performance Report you will now have to confirm site addresses entered on the EXP-1 form through the Address Standardization Process.

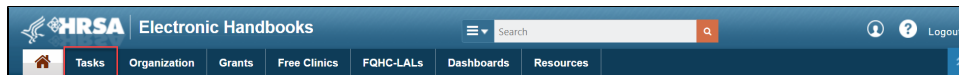
Note: If new sites are added or addresses are updated you must complete the Address Standardization Process again.

On this page

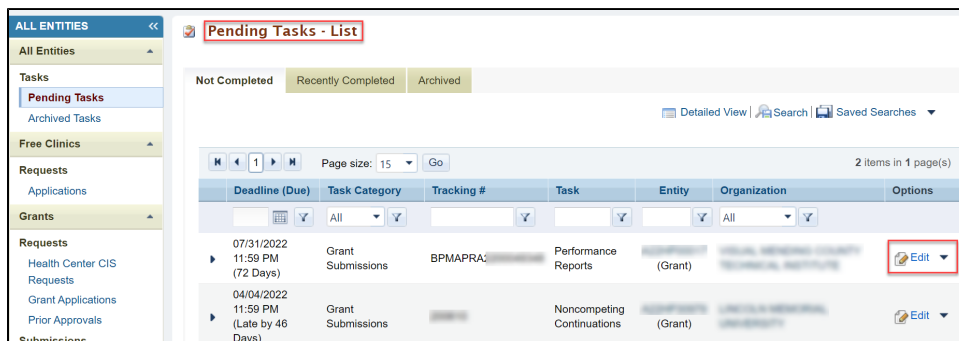
- [Overview](#)
- [Navigation to the Address Standardization page](#)
- [Address Standardization Summary](#)
 - [Non-Standardized Addresses Tab](#)
 - [Standardized Address Tab](#)

Navigation to the Address Standardization page

Login to the EHBs and click on the **Tasks** tab from the top navigation bar.



You will land on the Pending Task List page. Find the task you want to work on and click **Edit** in the Options column.



You will land on the Performance Reports Status Overview page. On the left menu click on **EXP-1**.

ALL FUNCTIONS

<<

Performance Report

▲

Overview

Status

Basic Information

Setup Data

✓ Training Program

Performance Data

✗ PC-1

✗ IND-GEN

✗ INDGEN-PY

✗ EXP-1

✗ EXP-2

Comments

Manage Comments

Review and Submit

Validation Summary

Review

Submit

From the EXP-1 form, scroll down and complete the table with any new site information. Note that you may see existing data from the prior year.

After entering all of the new site information, click the **Save and Validate** button, and you will land on the Address Standardization Summary page.

[illegible]

Address Standardization Summary

The Address Standardization Summary page lists all addresses entered on the EXP-1 form. You will see two tabs - Non-Standardized Addresses and Standardized Addresses. If you must complete the Address Standardization Process.

Address Standardization Summary

Note(s):
1. Click the "Process Addresses" button to start the address standardization process for your active sites. Standardizing addresses can take several minutes based on the number of records.
2. Please refresh the page after 2 minutes. If any address is marked as "Not Processed", refresh the page again in 2-3 minutes intervals until no addresses remain or all remaining addresses are marked as "Processed".
3. Once all addresses are processed, please review any remaining non-standardized addresses. To make edits, note the row number of the address and click the "Update" link to return to the EXP-1 form.
4. If no changes are needed, click the "Save and Continue" button to advance to the "Standardized Addresses" tab.
Note: If you enter a new address or update an existing address, this process must be repeated.

A22HP (Reporting Period: 7/1/2021 - 6/30/2022) **Due In: 73 Days**

Organization: Tracking Number: BPMPAPRA Project Title: Nurse Anesthetist Traineeships
Project Period: 7/1/2017 - 6/30/2023 Budget Period: 7/1/2021 - 6/30/2022 Last Updated By: [Redacted]
Due Date: 7/31/2022

Non-Standardized Addresses **Standardized Addresses**

EXP-1 Row #	Site Name	Entered Address	Status	Action
1			Not Processed	Update
2			Not Processed	Update
4			Not Processed	Update

Non-Standardized Addresses Tab

From the Non-Standardized Addresses tab, click on the **Process Addresses** button at the bottom of the page to start the Address Standardization Process.



Important Note

Processing the addresses can take a couple of minutes based on the number of records entered.

Refresh the page after 2-3 minutes to see the status of the site address standardization in the Status column.

If any address is marked as "Not Processed," refresh the page again in 2-3 minute intervals until no addresses remain or all remaining addresses are marked as "Processed".

Non-Standardized Addresses **Standardized Addresses**

EXP-1 Row #	Site Name	Entered Address	Status	Action
1			Not Processed	Update
2			Not Processed	Update
4			Not Processed	Update

[Go to Previous Page](#) [Process Addresses](#) [Save and Continue](#)

After clicking **Process Addresses** you will see a Success and a Warning message at the top of the page. The Success message notifies you that the address standardization process successfully started and can take a few minutes. Please refresh the page every 2-3 minutes until no addresses remain or all remaining addresses are marked as "Processed".

Success:
The address standardization process successfully started and can take a few minutes. Please refresh the page every 2-3 minutes until no addresses remain or all remaining addresses are marked as "Processed".

Warning:
If any sites remain below with a status of "Processed", no standardized address was found. To make edits, note the row number of the address and click the "Update" link to return to the EXP-1 form.

If sites remain on the Non-Standardized Address tab and have a status of "Processed," no standardized address was found. You can edit the address by taking note of the EXP-1 Row Number of the address you need to edit so you can easily locate it and make changes.

After clicking **Update** you will land back on the EXP-1 form where you can edit the address.

Non-Standardized Addresses **Standardized Addresses**

EXP-1 Row #	Site Name	Entered Address	Status	Action
37			Processed	Update
38			Processed	Update

[Go to Previous Page](#) [Process Addresses](#) [Save and Continue](#)

After making changes on the EXP-1 form, follow the steps above to Save and Validate the form, process the addresses, and complete the Standardization Process.

If all addresses have been standardized and no changes are needed, click the **Save and Continue** button at the bottom of the page to advance to the S

A00HP00000 (Reporting Period: 7/1/2021 - 6/30/2022) **Due In: 73 Days**

Non-Standardized Addresses

Standardized Addresses

EXP-1 Row #	Site Name	Entered Address	Status	Action
No records to display.				

[Go to Previous Page](#) [Process Addresses](#) [Save and Continue](#)

If an address can not be standardized, it will remain on the Non-Standardized tab of the Address Standardization Summary page.

Standardized Address Tab

Once you have navigated to the Standardized Addresses tab you will see a Warning message with information about how to complete the EXP-1 form a Standardized Address columns.

Address Standardization Summary

Warning:
A standardized address was found for the sites listed below. The standardized address is preferred and selected by default.
If the standardized address is not correct, you can choose to keep the address you entered or use the update link to return to the EXP-1 form and make edits. Once you complete your review/edits, click "Save and Continue" to advance to the EXP-2 form.
Any previously standardized addresses will not appear.

If you need to make edits to any sites on the standardized tab, you can click **Update** in the Action column.

Be sure to take note of the EXP-1 Row Number of the address you need to edit so you can easily locate it and make changes.

After clicking **Update** you will land back on the EXP-1 form where you can edit the address.

Address Standardization Summary

Warning:
A standardized address was found for the sites listed below. The standardized address is preferred and selected by default.
If the standardized address is not correct, you can choose to keep the address you entered or use the update link to return to the EXP-1 form and make edits. Once you complete your review/edits, click "Save and Continue" to advance to the EXP-2 form.
Any previously standardized addresses will not appear.

A00HP00000 (Reporting Period: 7/1/2021 - 6/30/2022) **Due In: 73 Days**

Non-Standardized Addresses

Standardized Addresses

EXP-1 Row #	Site Name	Entered Address	Standardized Address	Action
1	Bellevue Hospital	1000 1st Ave, Bellevue, WA 98005	1000 1st Ave, Bellevue, WA 98005	Update
2	Bellevue Hospital	1000 1st Ave, Bellevue, WA 98005	1000 1st Ave, Bellevue, WA 98005	Update
4	Bellevue Hospital	1000 1st Ave, Bellevue, WA 98005	1000 1st Ave, Bellevue, WA 98005	Update

After making changes on the EXP-1 form, follow the steps above to Save and Validate the form, and process the addresses.

Choose the address you want to use for each site by clicking on the button next to the **correct address** and clicking **Save and Continue** if no changes e

Note: Any previously standardized addresses on the EXP-1 form will not appear.

Address Standardization Summary

Warning:
A standardized address was found for the sites listed below. The standardized address is preferred and selected by default.
If the standardized address is not correct, you can choose to keep the address you entered or use the update link to return to the EXP-1 form and make edits. Once you complete your review/edits, click "Save and Continue" to advance to the EXP-2 form.
Any previously standardized addresses will not appear.

A00HP00000 (Reporting Period: 7/1/2021 - 6/30/2022) **Due In: 73 Days**

Non-Standardized Addresses

Standardized Addresses

EXP-1 Row #	Site Name	Entered Address	Standardized Address	Action
1	Bellevue Hospital	1000 1st Ave, Bellevue, WA 98005	1000 1st Ave, Bellevue, WA 98005	Update
2	Bellevue Hospital	1000 1st Ave, Bellevue, WA 98005	1000 1st Ave, Bellevue, WA 98005	Update
4	Bellevue Hospital	1000 1st Ave, Bellevue, WA 98005	1000 1st Ave, Bellevue, WA 98005	Update

[Go to Previous Page](#) [Save and Continue](#)

After clicking **Save and Continue** from the Standardized Addresses tab, you will land on the EXP-2 form and will see a Success message.

Success:

Information saved successfully on previous page.

A00HP00000 (Reporting Period: 7/1/2021 - 6/30/2022)

Due In: 73 Days | Section Status: Not Started

Resources

View

[Current Performance Report](#) | [Prior Performance Report](#) | [Program Manual](#) | [Help](#) | [Training Video\(s\)](#)

View Prior Period Data

EXP-1

EXP-2

Fields with * are required

Page: 1

Go

Page size: 50

Go

Delete Selected

Delete All

of pages: 0

Type of Training Program	Site Name	Select Profession and Discipline of Individuals Trained	Enter # Trained in this Profession and Discipline	Enter # of Other Trainees in Profession and Discipline Participated in Interprofessional Team-based care
(1)	(2) Block 1	(3) Block 3	(4) Block 3	(5) Block 8
1				
2				